



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-E

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 44, Equal Employment Opportunity Complaints Procedure

1. Equal Employment Opportunity (EEO) counseling is an essential part of the federal system for processing and resolving employee, former employee and applicant concerns. Before a formal EEO complaint can be filed, the complainant must first present the matter to an EEO Counselor for inquiry within 45 calendar days from the date of the matter, or if a personnel action within 45 calendar days of its effective date or the date the aggrieved person became aware of the discriminatory event or personnel action.
2. Individuals with EEO concerns should contact Ellen Crawford, 26th Area Support Group Equal Employment Manager at DSN: 373-5494; CIV: 06221-17-5494 or stop by building 128 on Patton Barracks, room 207. She will refer you to the community EEO Office for Precomplaint counseling.
3. The Equal Employment Opportunity (EEO) Complaints Procedure should not be confused with the complaint procedures described in AR 600-20, Equal Opportunity (EO). Only an appropriated fund or non-appropriated fund civilian employee or applicant for employment may file an EEO complaint. Any member of the military community, soldier, or family member may file a complaint with their chain of command under AR 600-20.

/s/

ROBERT C. RUSH, JR.
Colonel, IN
Commanding

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